



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## STAFF ATTORNEY II

Job Number: 20001887

Job Code: 98250V161016

Job Group: 9800 - LAW

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides a variety of legal services for a state agency which are occasionally characterized by issues which are unique, controversial or technical in nature and require extensive research and analysis; and performs other duties as required. May coordinate the work of other attorney and non-attorney staff.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

Must have one year of experience in the practice of law.

#### **Substitute EDUCATION for EXPERIENCE:**

Master of Law degree will substitute for the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares routine and some complex pleadings and allied court papers in connection with trials, hearings and other court procedures. Prepares, tries and argues routine and some complex cases before state and federal courts and administrative forums. Researches resource materials for information relevant to pending cases. Provides representation and other services in state and federal courts and administrative forums. Conducts routine negotiations with clients, witnesses or other interested parties in gathering information. Counsels clients and investigates and reviews claims to determine merits of proceeding with the case or complaint. May work as a member of an inter-disciplinary team and may coordinate the efforts of attorney and non-attorney staff. Reviews and makes recommendations on agreements, contracts and other actions by an agency. Reviews proposed changes in regulations and policies for legal form. Drafts bills for introduction to the General Assembly. Advises agency heads in legal phases of policy matters. Conducts administrative hearings on behalf of the agency and prepares appropriate recommended orders.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting and in courtroom settings. Travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*